

## **-Vacancy Announcement –**

Pending Hiring Committee approval, The Housing and Community Development Authority is accepting resumes for a Real Estate Production Analyst vacancy in the Real Estate Department.

**To be considered for this position applicants must:**

**1. Email a resume and one to three page professional writing sample to Elyse Fenneman at [EFenneman@spd.IN.gov](mailto:EFenneman@spd.IN.gov) and Carmen Lethig at [clethig@ihcda.in.gov](mailto:clethig@ihcda.in.gov) listing the title of the position in the email subject line.**

**2. Upon Hiring Committee approval, applicants will also have to submit an online application through the State's Job Bank website.**

**While awaiting Hiring approval, candidates can submit an online applicant profile on the job bank site at [www.in.gov/spd](http://www.in.gov/spd). Click on:**

**-Employment Opportunities**

**-Apply Now**

**-Register now**

**The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and resumes are being accepted until further notice.**

### **Job Description**

The Real Estate Production Analyst contributes to fulfilling the IHCD mission and meeting strategic and annual IHCD operational and program goals by allocating and overseeing the implementation of federal and state funds that consist of a wide range of moderately complex established procedures and guidelines. A high level of precision, accuracy and attention to detail is required in order to resolve routine problems.

The Real Estate Production Analyst position provides technical assistance to communities, for profit and not-for-profit organizations for the development of affordable housing and community development throughout the State of Indiana.

- Schedule and attend informal meetings regarding the application and funding process of the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), rental housing tax credits (RHTC) and the Multifamily Tax-exempt bond (bonds) programs.
- Respond in a helpful and timely manner to inquiries, either by phone, electronically, or in person, from customers, intermediaries, locally elected officials, and other interested parties of affordable housing.
- Ensure customers have a clear understanding of the allocation and application processes by conducting presentations.
  - Research regulatory and programmatic issues.
  - Review and process modification requests.

Review Application submissions based on established criteria:

- Respond with technical assistance to applicants who fail to meet the established criteria.
- Ensure award agreements and board memos are error free.
- Ensure all due diligence criteria is evaluated and complete.

- Conduct site visits.

Prepare and ensure the accuracy of various Internal Revenue Service (IRS) forms and reports including the Reservation Letter, Lock-In Agreements, Carryover Agreement, and 150 Day Requirements, 10% Test, and Semi-Annual Progress Reports.

Accurately prepare in a timely manner general correspondence including memos to IHCD Board of Directors, award notifications, documentation requests, etc.

Review development modification requests and present the request to the Real Estate Development Department with multiple options and a recommendation.

Actively participate in the annual review of IHCD application policy and procedures including but not limited to the CDBG and HOME programs and the Qualified Allocation Plan (QAP).

- Attend and take notes in roundtable discussions.
- Actively participate in internal discussions with ideas and suggestions.
- Accurately make changes and updates to policy and procedures.

Represent IHCD on external committees or panel discussions as assigned by the Real Estate Production Manager and the Director of Real Estate Department.

Timely and accurately enter required information into the Weekly Tracking Report.

Positively represent IHCD and the Real Estate Development Department at ground breaking or grand opening ceremonies.

Write Real Estate Department (RED) Notices.

Perform other duties and responsibilities, as assigned.

### **Qualifications:**

Qualified candidates must possess a Bachelors Degree in finance, accounting, business, public administration, planning, or real estate development and 3 – 5 years of relevant job experience in the field of affordable housing, community development, real estate development, real estate finance, multifamily property management, or private sector housing. Preferred candidates will possess a HOME Specialist Certification and/or certified as a LIHTC Specialist (C3P, HCCP, TaCCs).

A good understanding of the HOME and CDBG guidelines as outlined by the U.S. Department of Housing and Urban Development, as well as an understanding of the Low Income Housing Tax Credit program as outlined by the Internal Revenue Service will be required. Demonstrated professional written and verbal communication skills are essential along with the ability to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels. This position will present to large and small groups, therefore strong presentations skills are needed. Computer proficiency, particularly with Microsoft Office programs is needed. Position will require periodic travel to off-site locations throughout the State of Indiana, throughout the year.